

Administration and Finance Assistant

Job purpose including main duties and responsibilities

Main objectives of the post

- To provide finance and administrative support to the School Business Manager.
- To provide a reception service for all callers to the school.
- To provide general administrative support.
- Specific responsibilities include creation and maintenance of accurate and confidential records.

Duties and responsibilities

1. To develop and maintain the school's finance database.
2. To provide general administrative support, including covering the reception desk, answering and dealing with telephone enquiries, welcoming visitors to the site, preparing letters and newsletters as required, and assisting with attendance duties such as lates.
3. Processing of invoices, checking to Purchase Orders and goods received notes, ensuring appropriate authorisation and payment in accordance with agreed procedures and timescales.
4. Processing of all school income (cheques, cash and childcare vouchers), and banking of same.
5. Maintaining a detailed record of non-invoiced income relating to School Trips etc. Carry out the necessary arrangements with regard to school lettings and other events regarding invoicing and collection of payments.
6. Recording of school credit card transactions, assistance to staff using the credit card, reconciliation of statement.
7. Assist with the weekly cheque/BACs run.
8. Undertake the administration of our on-line payment system, including Parent Pay.
9. Investigating and resolving supplier invoice queries arranging returns and ensuring that refunds and or ensuring that credit notes are received.
10. Processing accounts receivable as appropriate.
11. Continuously checking for accuracy on orders, invoices and receipt of goods received.

12. Implementation of debt collection procedures, including referral to a debt collection agency if appropriate.
13. Processing of Purchase Orders from requisitions, accurately and in accordance with agreed authorisation and timescales.
14. Maintain the school website.
15. Calculation of internal recharging to departments (e.g. reprographics and hospitality) and processing of subsequent journals.
16. Checking monthly payroll or processing in the absence of the School Business Manager.
17. Assist with Month End & Year End procedures including bank and other reconciliations and posting of journals as required.
18. To provide financial information reports from the finance system for budget holders and give advice as requested.
19. Dealing with queries from suppliers (including statements), debtors, budget holders and other.
20. To provide cover for the office as appropriate.
21. Assist colleagues responsible for the administration and completion of admissions registers, recording late arrivals, pupil records, admissions and withdrawals, DfE returns.
22. Deal with pupil injuries and illnesses, act as a qualified first aider and liaise with parents and teachers.

General

1. Developing an understanding of Academy policies and procedures, complying with their contents and raising concerns in a timely manner.
2. Actively participating in the Performance Management processes within the Academy.
3. Identify personal training needs and participate in training and performance development whenever required.
4. To undertake any other duties appropriate to the grade of the post.

In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people.

PERSONAL SPECIFICATION

Qualifications and training	Criteria
Good standard of education, preferably to level 3 together with good numeracy and literacy skills.	E
Hold or be studying for a finance / business related qualification	D
IT related qualifications	D
First aid qualification would be desirable	D

Experience	
Minimum 1 years experience in a finance / busy admin department	E
2 years experience in a school or educational environment	D

Skills and Knowledge	
Working knowledge of computerised finance systems and financial controls	E
Working knowledge of SIMs	D
Working knowledge of Excel and Word	E
Ability to communicate effectively both orally and in writing across a wide range of audiences	E
Good typing skills are essential	E
Ability to complete work to a required standard of accuracy and presentation	E

Personal Attributes	
Committed to safeguarding and promoting the welfare of children and young people	E
The ability to work with initiative and to tight deadlines	E
Professional and honest	E
Show resilience under pressure	E
Have good organisational skills	E
Able to work as part of a team	E
A commitment to working as part of the whole academy team and supporting the vision and aims of the academy.	E
To be willing to undertake further professional development	E

Special Requirements	
Be able and willing to work outside normal hours, if required, in order to meet the demands of the role	E
Suitability to work with children	E

KEY

E/D Essential or Desirable